

## FOREIGN VISITS AND ASSIGNMENTS (FV&A) FREQUENTLY ASKED QUESTIONS (FAQS)

1. Who can host a foreign visitor?  
ANS: A DOE or BNL employee. An exception is that a foreign national employee from a sensitive country cannot host a person from any sensitive country.
2. Who is a foreign national?  
ANS: A person who is not a citizen of the US. This includes PRAs (Permanent Resident Aliens).
3. What is an indices check?  
ANS: It is a request to US government agencies to determine if information exists on a particular foreign national.
4. How long does it take for an indices check?  
ANS: We are required to submit for them a minimum of 30 days in advance. DOE is working on shortening the processing time.
5. When is an IA-473 required?  
ANS: For all visitors and assignees except for those events open to the public or for commercial deliveries.
6. What visitors and assignees need a BNL badge?  
ANS: All assignees and all visitors who will be at BNL for more than one day. Family members do not require a badge even if living on site. Vehicle stickers or housing keys will permit them access to the site. It is recommend, however, that family members living on site obtain a dependent's ID from Human Resources.
7. If the visitor returns to BNL within a year, is the IA-473 still valid for the second visit?  
ANS: No. If it is a new visit outside the period specified on the IA-473 for the first visit, a new IA-473 is required for approval of the visit. (If an indices check was done, that remains valid for subsequent visits within 2 years.)
8. What happens if the visitor or assignee shows up before the IA-473 is approved?  
ANS: We will not normally deny the commencement of the visit or assignment and will continue the approval process. However, notification of the visit or assignment as soon as it is known (at least 30 days prior) will help ensure no delays are encountered.
9. How do I complete the IA-473 and what do I do with it?  
ANS: See SPI 5-09. If you still have questions, contact the FV&A Administrator at extension 7258.
10. Are visits and assignments approved locally or by DOE?  
ANS: Most V&A are approved by the Laboratory Director's designee, the Deputy Director for

Operations. For visitors or assignees who are citizens of a country identified by the Dept. of State as state sponsors of terrorism, the Secretary of Energy is the approval authority. Those countries are Cuba, Iran, Iraq, Libya, North Korea, Sudan, and Syria.

11. Do I have to follow these procedures if I am hosting a foreign national at a conference being held away from BNL?

ANS: If the conference is DOE sponsored and not open to the public, the answer is yes, unless all DOE and DOE-contractor attendees have no association with classified or sensitive information and the Deputy Laboratory Director for Operations approves.

12. How do I find out if my requested visit has been approved?

ANS: The FV&A Administrator sends the approved IA-473 to your Department/Division.

13. What do I have to do as a host?

ANS: Procedures for requesting a visit or assignment by a foreign nationals and a list of host responsibilities for that visit/assignment are in SPI 5-09, available on the web under Standards Based Management Systems.

14. Is a stateless person considered to be from a sensitive country?

ANS: We are waiting clarification from DOE. The previous guidance was yes and BNL will continue to use that guidance pending further direction.

15. Are IAEA (International Atomic Energy Agency) inspectors exempt from this program?

ANS: We are waiting clarification from DOE. Previous guidance was yes, however, we will process IAEA visits under this program until DOE provides affirmation or relief from this requirements.

16. Are host reports required and if so, for what visits or assignments?

ANS: Host reports are mentioned in the new policy without any implementation explanation. They are not addressed in the new notice. We are not asking for host reports at this time pending further guidance.

17. Notice 142.1 is confusing on when a specific security plan is required.

ANS: True. BNL has decided that visits and assignments to security areas or accessing sensitive subjects will require a specific security plan which must be forwarded to the FV&A Administrator with the IA-473. SPI 5-09 will serve as the generic security plan for all visits and assignments that do not require a specific security plan.